

**Charter Oak State College**  
**JOB OPPORTUNITY**  
**Chief Financial & Administrative Officer**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 55 Paul Manafort Drive, New Britain, CT  
**Hours:** Full time, 40 hours/week  
**Salary:** \$107,613  
**Closing Date:** October 30, 2016

**Position summary:**

The CFAO is responsible for all aspects of Charter Oak's financial and administrative operations including financial planning and reporting, budgets, accounting and capital planning. The CFAO will also assist the CSCU Controller in fiscal and budgetary matters as warranted. Responsibilities include functional areas as follows: budget and fiscal planning; general accounting management; financial reporting and audits; physical plant operation, maintenance and capital planning; purchasing, storekeeping and inventory management; risk management; and strategic planning.

**General Experience:**

Accounting, budgeting and financial management. Fixed asset management. Business operations including purchasing, risk management and contract administration. Strong information technology skills. Supervision of employees.

**Preferred Experience:**

Desirable experience includes the analysis of budgetary and policy issues, knowledge of governmental accounting, utilization of EDP systems for financial management, strong leadership skills and strong written and oral communication skills. Experience in GAAP financial reporting and a CPA certification are a plus.

**Eligibility Requirements:**

Master's degree in business or public administration, accounting, finance or a related area together with eight years of relevant experience preferably in higher education, including two to four year of experience in the supervision of others.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by October 30, 2016 at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment). No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.